DISASTER ASSISTANCE EMPLOYEES (DAEs)

POD Training

Essential Designations

- *Department Essential*

  Employees who are required to maintain the day-to-day operations of a department needed to function during the first hours after an emergency: Firefighters, Police Officers, Trash Collectors, or Bus Drivers.

- *EOC Essential*

  Every employee that is not designated Department Essential is considered EOC Essential. This is for employees who are not required by their department to perform departmental duties before the onset of a hurricane and in the first 24-72 hours after an emergency. Employees will be assigned to essential countywide tasks through the Emergency Operations Center (EOC).

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All employees are considered essential to serve the community at a moment's notice

ALL HANDS ON DECK!

Additional Job Descriptions
Pre- and Post-Disaster

- Managing Shelters
- Shuttering homes of the elderly and persons with disabilities
- Directing traffic at intersections without signalization
- Answering phone lines or making callouts
- Disaster Assistance Centers
- Employee Wellness

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DAE Activation

- Not just for hurricanes
- Any disaster or significant event
  - Terrorism, riots, wild fires, tornadoes, plane crash, biohazard

Have a personal disaster plan

- Employees need to take care of themselves and their families before being able to respond to community needs which includes :
  - Know the types of disasters that could occur and how to prepare for each
  - Have a plan on when to evacuate and when to shelter in place

Personal Disaster Plan cont.

- Establish two meeting places outside of the home in case of a sudden emergency
  - One near the home and the other near work or school
- Choose an out-of-state friend as a "check-in contact" for everyone to call
- Write down important contact numbers and give a copy to each family member
- Have a plan for pets
- Practice and maintain your plan

BlueBook
On-line guide to employee information

The BlueBook gathers preferences, skills, languages, licenses and certification of County employees

Training Info									
No training information found for this employee.									

OEM Info

[Update]

DISASTER ROLES: AREAS OF INTEREST

Pre-Assigned:	[Call Centers ▾]
Primary Area of Interest:	[EOC Positions ▾]
Secondary Area of Interest	[Call Centers ▾]

LANGUAGES	Write	Speak	Both	N/A	LANGUAGES	Write	Speak	Both	N/A
English	○	○	◉	○	Spanish	○	○	○	○
Creole	○	○	○	○	French	○	○	○	○
Portuguese	○	○	○	○	German	○	○	○	○
Sign Language	○	○	○	○					

SKILLS	Yes	No	PRIOR DISASTER EXPERIENCE	Yes	No
General Office Skills	◉	○	Shelter Management	○	◉
General Computer Skills	◉	○	Damage Assessment	○	◉
Computer Programming	○	◉	Call Taker/Phone Bank	◉	○
Supervisory Experience	◉	○	Volunteer Management	◉	○
			Donation/Distribution Center	○	◉
			Construction/Home Repair	○	◉

| LICENSES & CERTIFICATIONS	Yes	No		LICENSES & CERTIFICATIONS	Yes	No	
EMT/Paramedic	○	◉	[Select One ▾]	CPR/First Aid	○	◉	[Select One... ▾]
LPN/RN/CNA	○	◉	[Select One ▾]	P.E./E.I.T	○	◉	[Select One... ▾]
Mental Health Provider	○	◉		Drivers License	◉	○	[Class E (Stand ▾]
Child Care	○	◉		Forklift Operator	○	◉	
Class D Security License	○	◉		Ham Radio Operator	○	◉	
Building Contractor	○	◉		Heavy Equipment Operator	○	◉	

Points of Distribution (PODs)

Objective - To provide immediate relief to impacted areas by providing emergency supplies, such as:

- Water
- Tarps
- Ice
- Shelf Stable Meals/Meals Ready to Eat

~~PODs are meant to provide a commodity to the community when it is NOT available via normal means ~~

Where will my POD be located?
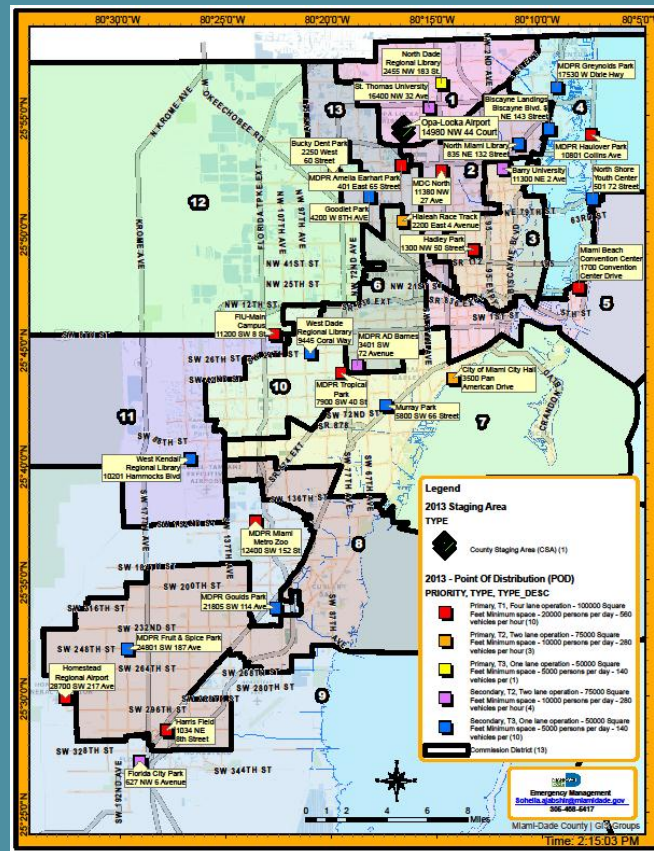
Key decision points for POD locations

- Where did the disaster occur? Heavily impacted areas considered for PODs.

- Is the area served by the Water and Sewer Department, municipal water supplies, well water? Is it contaminated or inaccessible?

- Rural areas that do not have access to stores

- Area where water and other emergency supplies are <u>not</u> locally available in neighborhood stores that are open for business

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Further considerations for POD locations

- Coordination with local retail stores and State of Florida to discuss POD opening locations
- Publix/Winn Dixie/Sedanos/Wal-Mart stores outfitting their locations with generators to ensure that they are operational as soon as possible after a storm
- Coordinate with local not-for-profit and faith based groups to:
  - Identify alternate POD locations, if needed
  - Provide support in the delivery of communities in vulnerable populations or hard to reach areas through mobile distribution, if needed
- Final decision is made by the County Mayor or his designee

State/Local Coordination
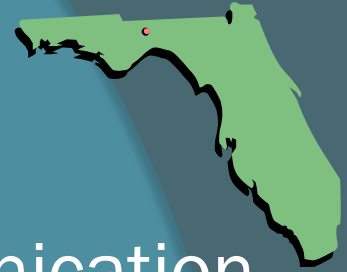
- Continuous coordination and communication between MDEM and State DEM

- Florida National Guard provides operational support for the first 72 hours

- MDEM requests State deployment supplies to the County Staging Area

- County assumes responsibility after the first 72 hours until demobilization, but you may be asked to step in earlier depending on need

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Supply Links

- State Logistical Staging Area (LSA)
  - Homestead Air Force Base (HAFB)
- County Staging Area (CSA)
  - Opa-Locka Airport
    - ✓ Commodities received and distributed to PODs
- Points of Distribution (PODs)
  - Potential POD sites geographically dispersed throughout the county

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Activation of the PODs

- MDEM will notify the DPR, POD Management and the Department Director
- DPRs & POD Management will contact departmental employees assigned to PODs
- POD Management teams will obtain information regarding sites selected for opening through the DAE POD unit
- Reverse 311 communication system is available to notify employees roles but will need still need to know location

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Preparations for POD Opening

- POD Managers will report to the EOC and pick up their POD kits

- 800 MHz radios for communications with DAE POD Unit at WASD

  - Dedicated POD radio channel CW-6A

POD Kit: Box 1 of 2

(48) Safety vests (L, XL)

(48) Work gloves (pairs)

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POD kit: Box 2 of 2

(1) First aid kit

(25) Individual sunscreen packets

(4) Insect repellent bottles

(4) Box cutters

(4) Yellow caution tape rolls

(2) Counters

(1) Weather Radio

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POD kit: Box 2 of 2 cont.

(1) Flashlight

(1) Multi-function tool

Office Supplies

- (2) notebook pads
- (2) boxes of pens
- (2) manila envelops

POD kit: Box 2 of 2 cont.

(1) Radio

(1) Radio Charger

(1) spare battery

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POD Team

- POD Manager
- POD Logistics Coordinator
- Team Supervisor
- Media Relations Contact
- POD Workers

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POD Manager

- Coordinates with the POD unit and EOC Logistics
- Reports burn rates and supplies to POD Unit
- Oversees staff assignments and safety needs
- Reports problems to the POD Unit for resolution
- Ensures that all DAEs sign in and out
- Coordinates with Florida National Guard and security personnel
- Coordinates with partner POD Managers
- Ensures all paperwork is completed, collected and secured
- Returns DAE sign-in/sign-out sheets and all POD operations documentation to the appropriate personnel after demobilization

POD Logistics Coordinator

- Tracks all incoming commodities i.e. logging truck number, contents, date and time
- Tracks all equipment assigned to the site for use during the activation
- Collects data from counters
- Relays commodity burn rates to POD Manager
- Ensures stockpiles are stocked and reloaded
- Manages traffic flow
- Assists the POD Manager with any duties as needed

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POD Team Supervisor

- Provides an orientation to DAEs and other volunteers regarding POD operations and setup, safety considerations, bathroom locations, rest areas, etc.
- Ensures staff is rotated for breaks
- Oversees work site safety
- Monitors lightening potential near POD site
- Assigns people to various positions on the commodity line based on their abilities
- Assists the POD Manager with any duties as needed.

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POD Media Relations Contact

- Greeting and signing in all media.
- Designating a specific area for media personnel.
- Escorting the media around the POD.
- Responding to basic media questions.
  - Items distributed
  - Quantities distributed
  - Hours of operation
  - Number of County employees and volunteers assisting
- Direct media to the EOC PIO for further inquiries.

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Site Set-up – Type I POD

TYPE I - DISTRIBUTION POINT
Serves 20,000 persons per day
560 vehicles per hour
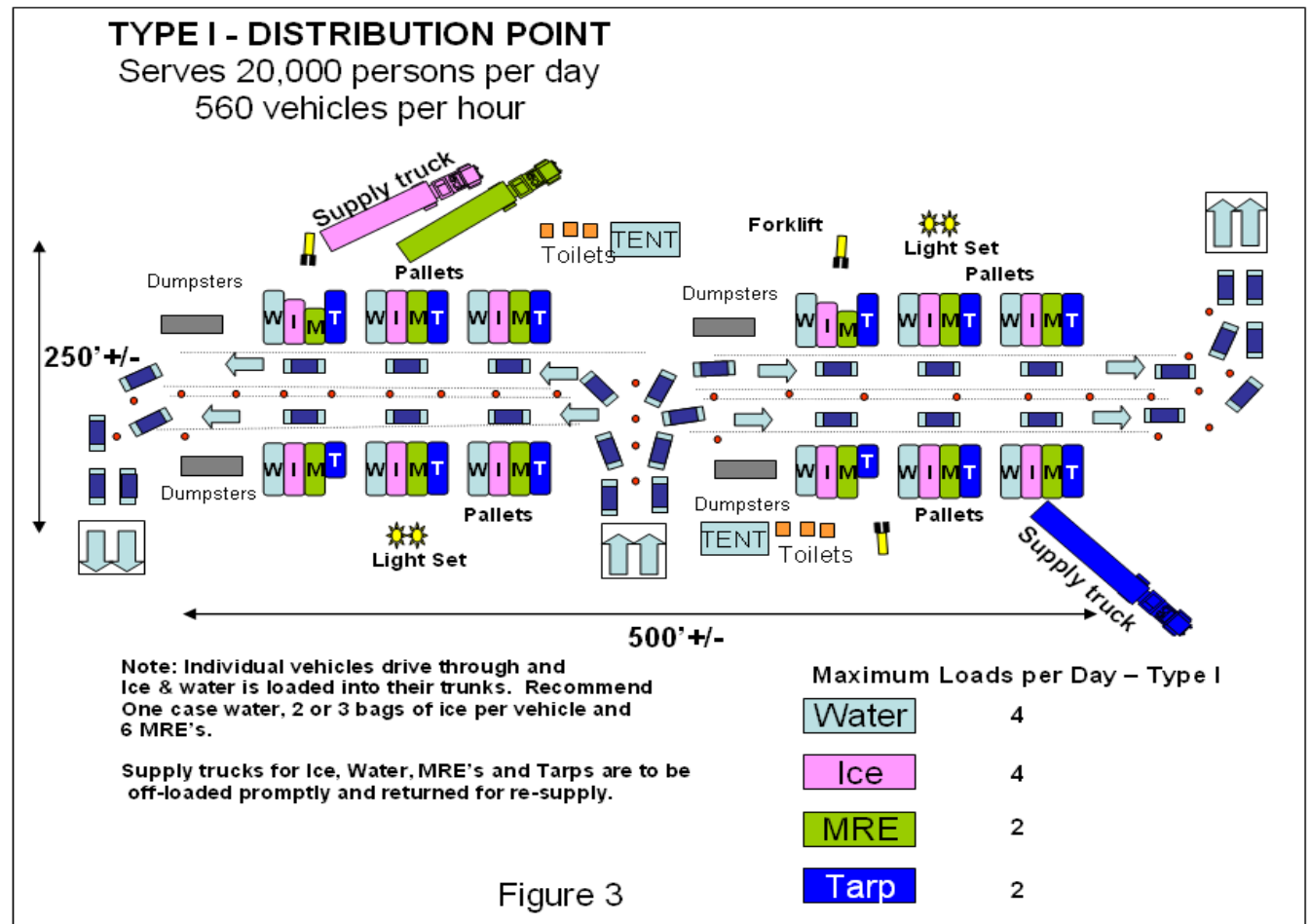
Figure 3

Site Set-up – Type II POD

TYPE II - DISTRIBUTION POINT
Serves 10,000 persons per day
280 vehicles per hour
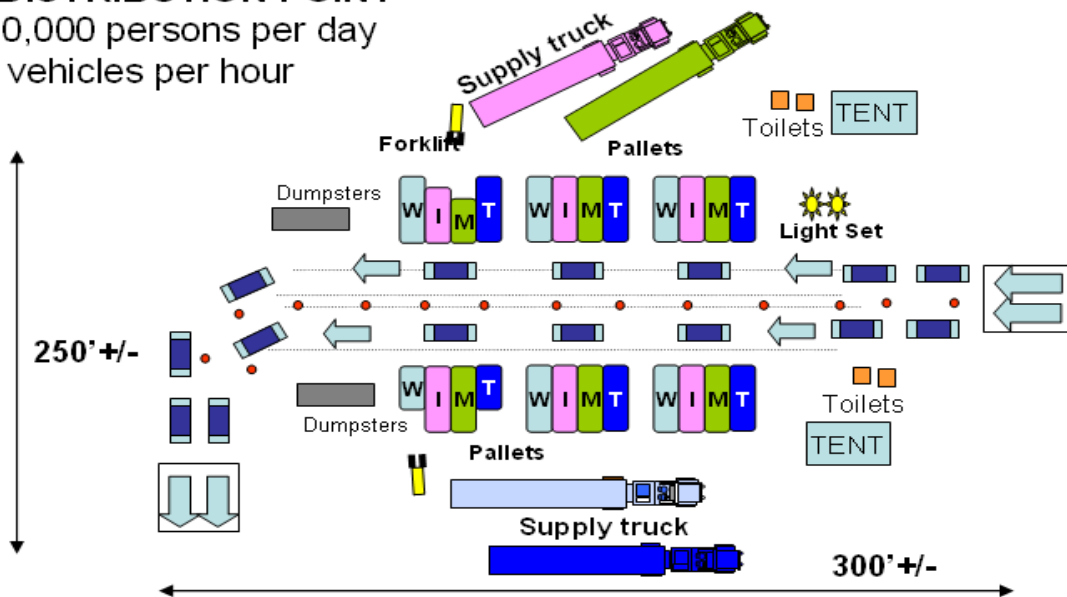
Note: Individual vehicles drive through and
Ice & water is loaded into their trunks. Recommend
One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

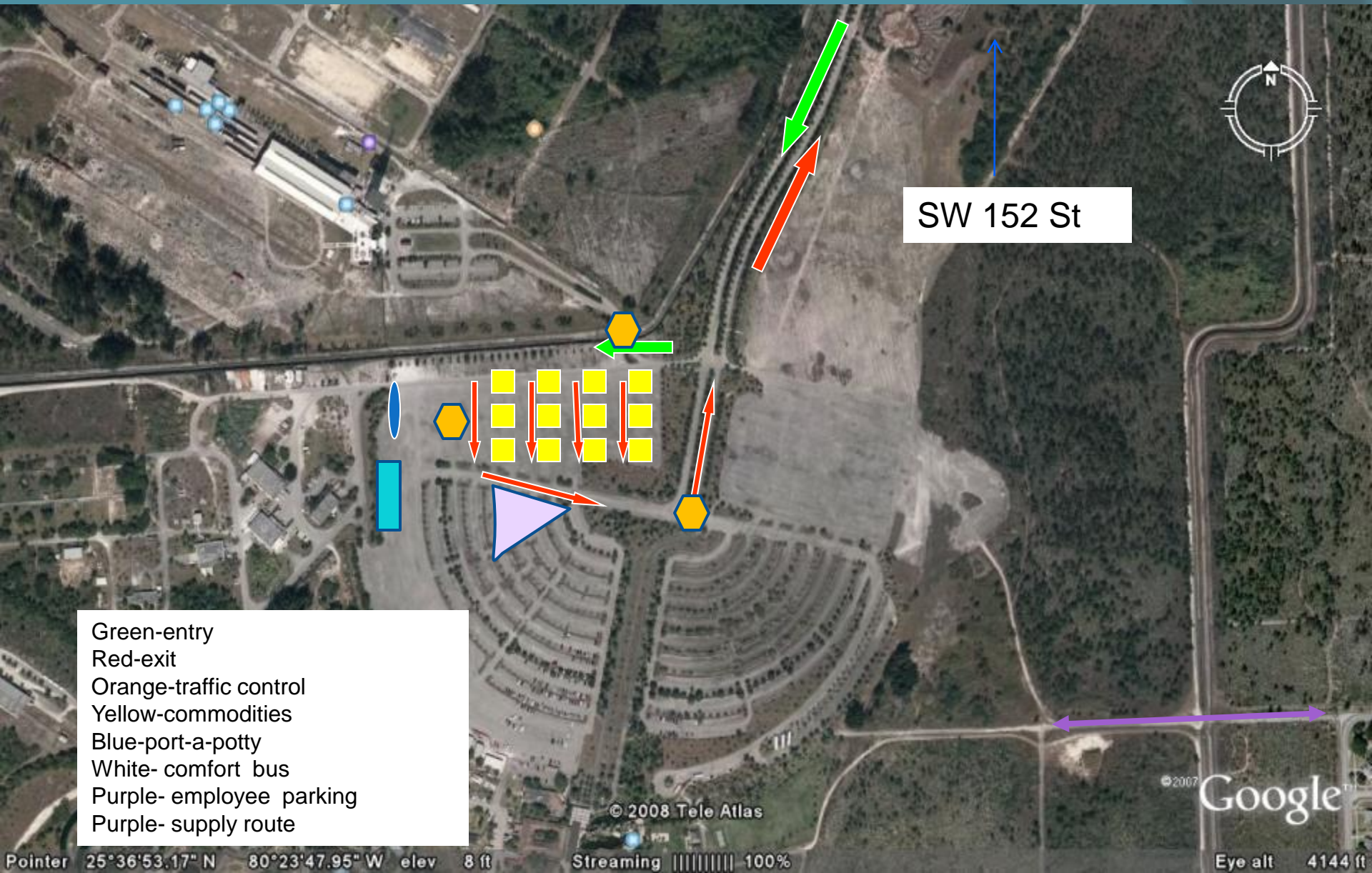Supply trucks for Ice, Water, MRE's and Tarps are to be
off-loaded promptly and returned for re-supply.

Figure 5

Maximum Loads per Day – Type II	
Water	2
Ice	2
MRE	1
Tarp	1

Set-up – Type III POD

TYPE III - DISTRIBUTION POINT
Serves 5,000 persons per day
140 vehicles per hour
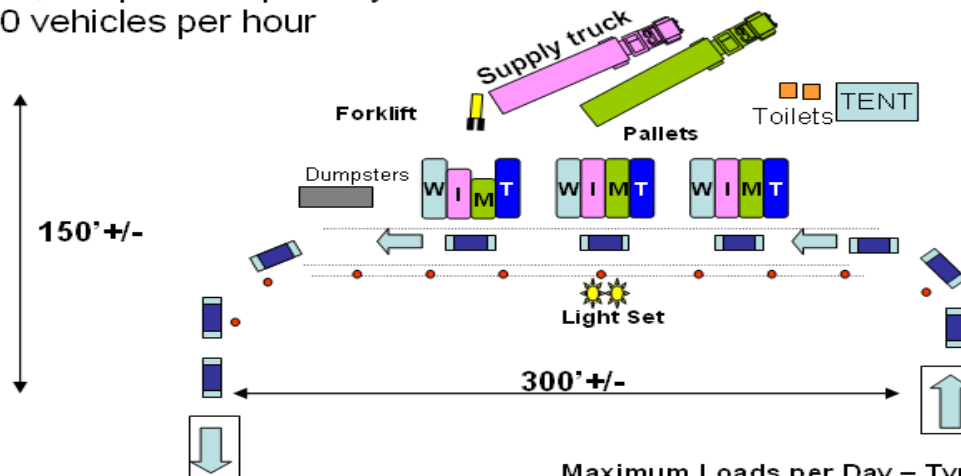
Supply truck

Forklift

Pallets

Toilets | TENT

Dumpsters

150'+/-

Light Set

300'+/-

Note: Individual vehicles drive through and
Ice & water is loaded into their trunks. Recommend
One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be
off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7

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Miami Metro Zoo T1

SW 152 St

Green-entry
Red-exit
Orange-traffic control
Yellow-commodities
Blue-port-a-potty
White- comfort bus
Purple- employee parking
Purple- supply route

POD Staffing Chart

	Type I	Type II	Type III	
POD Manager	1	1	1	Day
	1	1	1	Night
Team Supervisor	2	1	1	Day
	-	-	-	Night
Fork Lift Operator	2	1	1	Day
	3	2	1	Night
Loading Staff	36	18	9	Day
	4	3	2	Night
Back-up Load	18	9	5	Day
	-	-	-	Night
Pallet Jack Operators	3	2	1	Day
	-	-	-	Night
Media Relations	1	1	1	Day
	-	-	-	Night
Logistics Coordinator	1	1	1	Day
	1	1	1	Night
	2	2	2	Day
Security	1	1	1	Night

Distribution of Commodities

- 1 Gallon of water per person per day

- 8 pounds (1 bag) of ice per person per day

- 2 MRE's or equivalent per person per day

- 1 Tarp, if needed and available

Other distribution issues

- Walk-ups

- Buses/Commission Vehicles

POD Checklists

POD Reporting Requirements

- ◉ # of vehicles served
- ◉ # of walk-ups, if applicable
- ◉ # of DAEs working at each site
- ◉ # of volunteers, if applicable
- ◉ Burn rates (commodities distributed)
- ◉ Notify POD Unit ASAP if commodities are depleting faster than anticipated
- ◉ Any urgent issues that arise, call the POD Unit
- ◉ Maintain daily sign-in records to be turned in after the event

Operational Update Form

Inventory Tracking Form

POD Workers

- Must sign-in/sign-out each day
- Use DAE Payroll and Attendance Record (EPAR)
- Follow directions of the POD Management Team
- Alert POD Management Team to any issues that may impact the smooth operation of the POD
- Alert supervisors and DAE Hotline if unable to show for assignment
- Come prepared to work

Employee Work Duties

- Loading commodities into vehicles
- Traffic control
- Equipment aide
- Vehicle counter
- Employee orientation
- Completing documentation
- Data collection
- Volunteer reception
- Employee welfare

Priorities

- Commodity receiving
- Orientation
- Site setup
- Assignment of duties
- Traffic flow

- Safety
- Communication
- Accurate & timely reporting
- Documentation
- Demobilization

To Do

- Identify & inform POD Workers
- Ensure BlueBook is up to date
- Identify special skills
- Establish work shifts/schedules
- Transportation
- Communications
  - Contact list
  - Notification/call tree
  - Radio & Cell Phone
- Management Team job assignments
- Work with partner Department(s)

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Compensation and Leave

- Appendix 2 of DAE SOPs
  - "Working as a DAE is not voluntary; it is an assignment made by the County Executive Office and outlined in County Ordinance 8-B…"

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Purchasing Supplies for PODs

- Supplies may be needed for operation of PODs
  - Lunch for workers (only if absolutely necessary)
  - Shortages of essential items
- Logistics Coordinator will order and take delivery of additional supplies
- Use Purchasing Card (P-card) for POD purchases

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What is a P-Card?

- It is a credit card assigned to specific employees for purchases related to County business
- Cardholders must follow appropriate County guidelines
- Card will not be used to:
  - Receive cash advances
  - Receive a cash credit for returned merchandise
  - Purchase non-business items
  - Purchase personal use items

How do I use the P-card and what are the limits?

- Use as you would a regular credit card <u>only</u> for County business
- Cards are linked to <u>Departmental</u> index code. Departments will seek FEMA reimbursements.
- Initially card will be issued with a $1 limit until we have a hurricane warning when the limits will be raised as follows:
  - $500 per item purchased food and beverage order for emergency only
  - $2,000 per day
  - $5,000 per month

MIAMI-DADE COUNTY POD SAFETY

POD Safety

- ◉ Proper Lifting
  - Back Injuries
  - Lifting Techniques
- ◉ Heat Illness
  - Types off Heat Illness
  - Prevention
  - Treatment
  - Sun Protection

POD Safety Cont.

- ◉ Lightning
  - When a Storm Approaches
  - Prevention of injury
- ◉ Traffic
  - Concerns from passenger vehicles
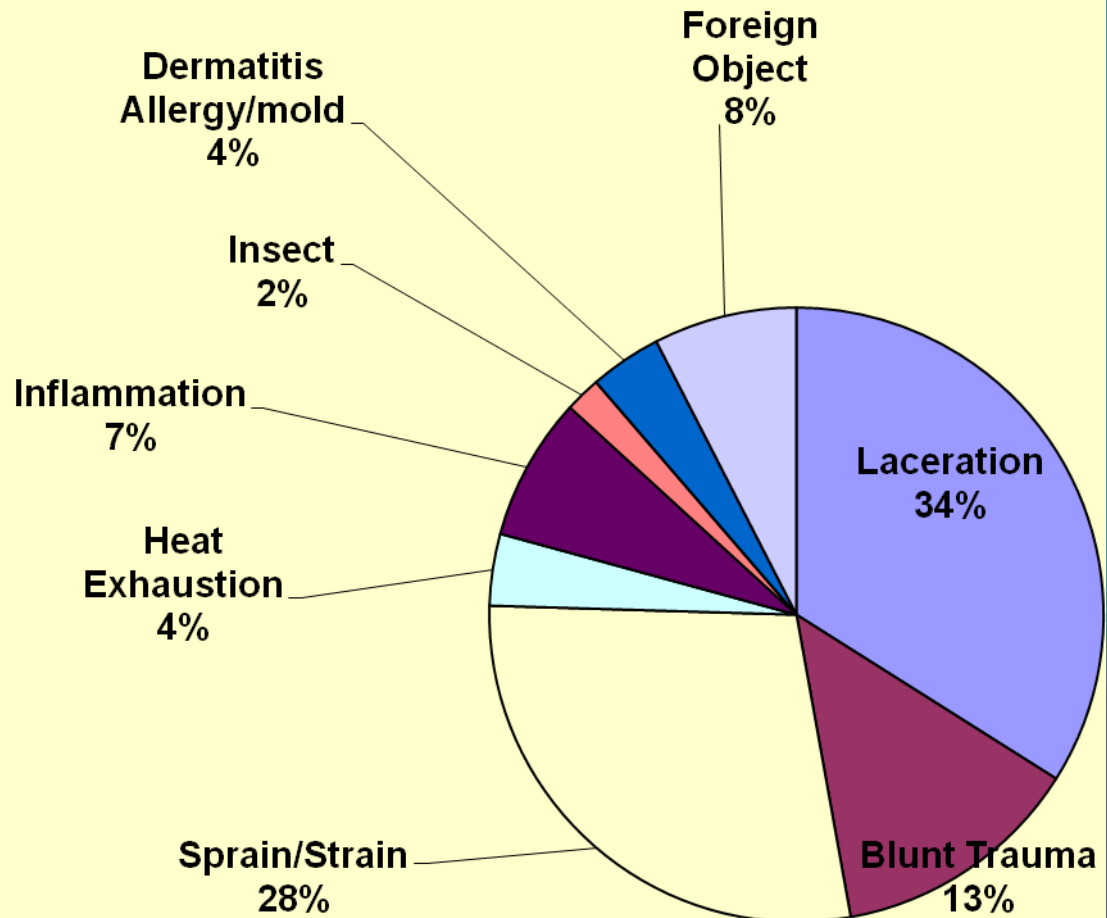 - Concerns from Trucks and forklifts
- ◉ Protective measures

Cause of Injury

Miami-Dade Hurricane Injuries 2005
By Tools Involved

Rake 4%
Knife 4%
Forklift 9%
Chainsaw 44%
Heavy Equipment* 13%
Handsaw 0%
Not Listed 26%

*Heavy Equipment includes chippers and frontend loaders
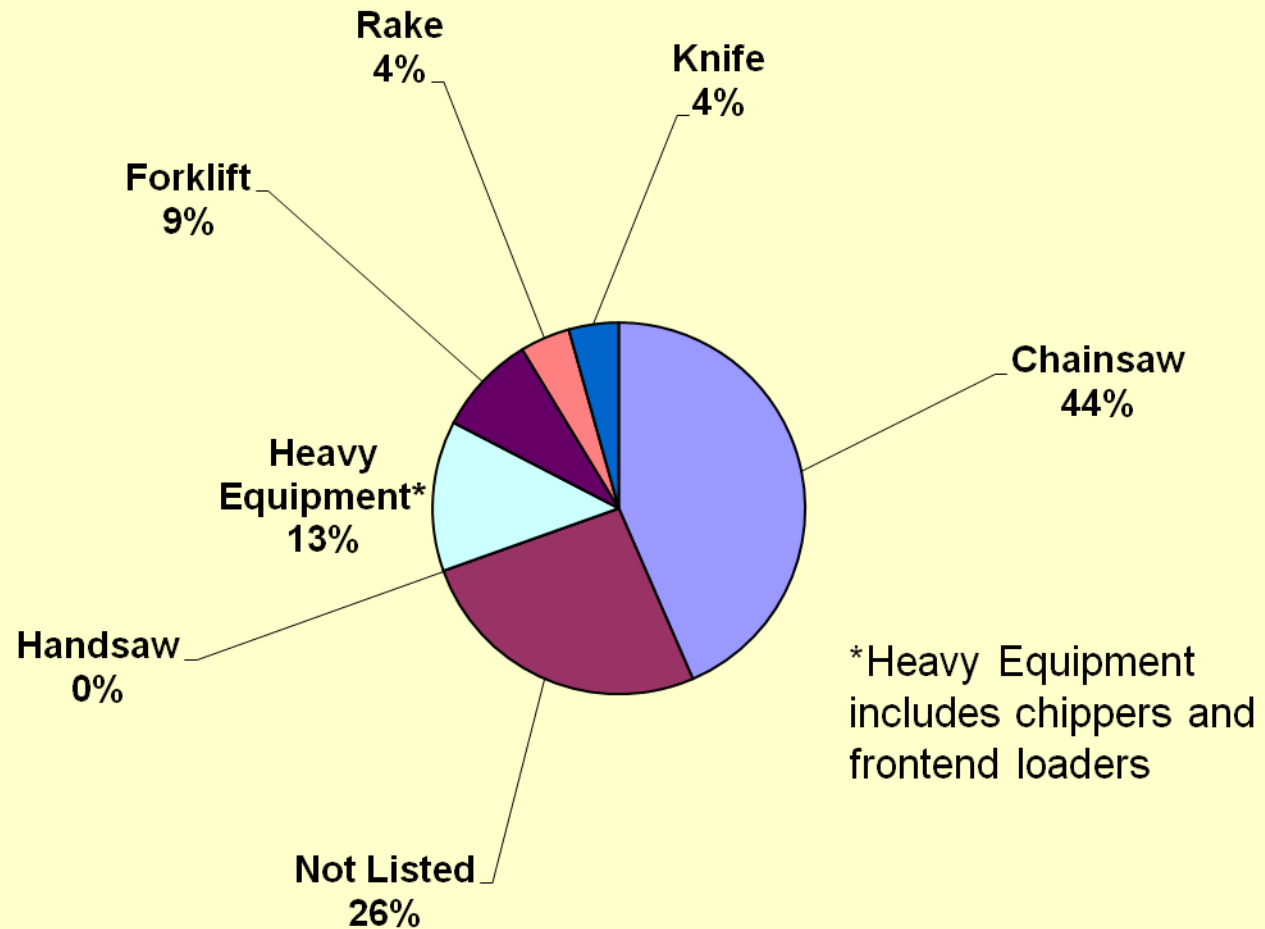
Type of Injury

Miami-Dade Hurricane Injuries 2005
By Injury Type

Dermatitis Allergy/mold 4%
Foreign Object 8%
Insect 2%
Inflammation 7%
Heat Exhaustion 4%
Laceration 34%
Sprain/Strain 28%
Blunt Trauma 13%

Lifting Safety

Heat Related Illness

The Heat Equation

HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

When the body is unable to cool itself through sweating, **serious** heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If left untreated, **heat exhaustion** could progress to **heat stroke** and possible **death.**

Relative Humidity	Temperature
70%	100°F / 37.8°C
60%	95°F / 35°C
50%	90°F / 32.2°C
40%	85°F / 29.4°C
30%	80°F / 26.7°C

■ Danger
■ Caution
■ Less Hazardous
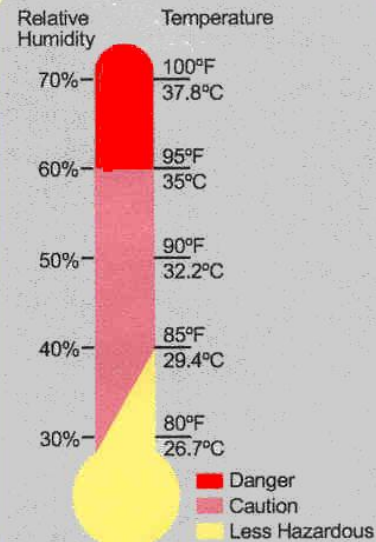
U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3154
2002

Lightning Safety

Traffic Safety

DAEs working at POD Sites

- Wear closed shoes or steel-toed shoes
- Wear light comfortable clothing
- Wear a hat for added sun protection
- Bring sunscreen with you
- Bring snacks and/or other munchies
- Drink plenty of fluids
- Take periodic breaks

DAE — Disaster Assistance Employees PROGRAM

References

- DAE Program: http://intra.miamidade.gov/dae/
- Get prepared:
  http://www.miamidade.gov/oem/get_prepared.asp
- Purchase Cards:
  http://intra.miamidade.gov/Finance/form_purchase.asp
- FEMA POD Video
  http://training.fema.gov/EMIWeb/IS/is26.asp
- BlueBook
  https://secure.miamidade.gov/enet/wps/portal

Thank You
Questions?

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DAEMail@miamidade.gov